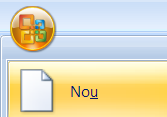
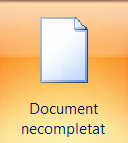
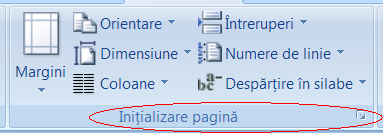
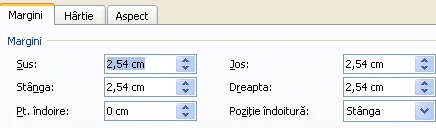
Etape de creare a unui document

E0/   

E1./ stabilire aspect pagina

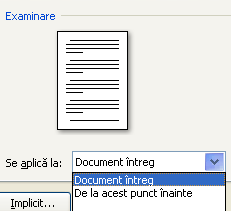


Completati campurile 

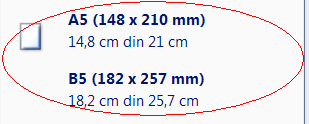
Satbiliti orientarea paginii 

Daca ati setat initial un tip de orientare si doriti sa modificati numai pentru o anumita sectiune din document tipul de orientare:



Selectati optiunea dorita 

Daca doriti sa scrieti o carte/articol cu o anumita dimensiune, stabiliti initial dimensiunea dorita :

 de exemplu: 

E2/ stabilire aranjare in pagina (indentare si spatiere )

<http://office.microsoft.com/ro-ro/word-help/indentarea-paragrafelor-HP010016528.aspx>